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**From:** Judy LaDuc <jladuc@ehs.umass.edu>  
**Sent:** Tuesday, April 20, 2010 2:56 PM  
**To:** Sally Ives; 'Erika Hamilton'; 'jward@microbio.umass.edu'; 'james.hanchett@state.ma.us'  
**Cc:** Maureen O'Leary  
**Subject:** FW: Glass-box Availability in Morrill complex

Hello Morrill folks,

Please read the email from Sondra, below. Glass boxes will be available in **Morrill IV North, room # 214** after May 1<sup>st</sup>. Please spread the word in your departments that the boxes will be available in M 4 N 214 as a general stock.

Thank you,  
Judy

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**From:** Sondra Slesinski  
**Sent:** Tuesday, April 20, 2010 2:32 PM  
**To:** Judy LaDuc; Don Sullivan; Kim Page; James Clevenger; Sherry Peterson  
**Subject:** Glass-box Availability in Morrill complex

Hello All ~

Some time ago I was looking to find a place in Morrill where we could keep a stock of glass-boxes, and the lab occupants could access them at any time. This would provide benefits for both custodial and our customers, the lab occupants. I recently found an acceptable space: **Morrill IV North, room # 214**. This is an "equipment room" in the microbiology department, which is open and accessible to all on 1<sup>st</sup> & 2<sup>nd</sup> shifts.

Custodial: please stock the boxes next to the entryway, or the sink across from the entryway.  
Judy: please notify the lab safety coordinators in Morrill that we will have a stock pile available.

**We will plan to institute this by May 1<sup>st</sup>.**

This provides better accessibility for lab staff, if they are not able to contact a custodian. However, if custodians are asked for a box, they should still provide one, along with a reminder about the ones in stock in room 214. This will also lead to efficiency gains for custodians, if lab staff are able, for the most part, to retrieve their own boxes. It works out for everyone.

Thank you for your assistance.

Sondra

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